

Leave of Absence Form

WHAT THE LAW SAYS:

Schools are regularly audited to ensure that they are following government guidelines and policies. Schools are not permitted to authorise holiday requests within term time. The guidance as per the DFE is very clear as to the responsibility of the school for ensuring children's absence is kept to an absolute minimum. The school will be required to un-authorise any absence of ten sessions or longer and refer this to the local authority for consideration of fixed penalty notice.

The school is also required to monitor regular absence that is accruing over a ten week period and in the event a child has ten sessions of unauthorised absences this is also required to be referred to the local authority for consideration of a penalty notice.

Name of Child		Class	
Name of Child		Class	
Name of Child		Class	

First Date of Absence		Last date of absence	
Total Number of Days			

Below are not reasons for exceptional circumstances:

- The availability of cheap holidays or accommodation
- The weather at a particular time of year
- Your work will not allow you to take holidays other than in the school term time.
- The holiday happens to overlap the start or end of a school term – this is particularly disruptive to your child's education at the start of the school year in September
- The holiday taking place at a quieter period of the school year is supportive for the child and family

Reason: Please include extra details as to the reason you are looking to take unauthorised absence and why this cannot be taken in the school holiday period.

WHAT THE HEADTEACHER WILL DO:

- Work with you on overcoming any barrier to your child's absence
- Share with you transparently the local authorities position on penalty notices

PLEASE TURN OVERLEAF TO COMPLETE THE FORM

SIBLINGS: If you have any other children that you are also requesting Leave of Absence for who attend a different school please complete the details so we can liaise with that school.			
Name of Child		Class	
School			
Name of Child		Class	
School			

PLEASE REMEMBER:

- Absence from school can be very disruptive to your child's education.
- Time off for holidays is not an automatic right.
- It is advisable to give 14 days' notice in order for your request to be processed by the school office prior to the start of your absence.
- We would anticipate that there will be very few if any requests for leave of absence in term time which will be exceptional and therefore most requests for leave of absence will be declined and therefore marked as unauthorised.

PRESCHOOL CHILDREN

- Absence requests for Preschool children will all be authorised as they are not required by law to be in school
- We just need the information for our records and so we don't try to contact you while you are away to find out where your child is.
- Please be aware of the rules above for when your child starts full time education

Signature of Parent			
Relationship to child			
Print Name of Parent		Date	

For Office Use Only

<i>Attendance Record%</i>		<i>School Trips</i>	
<i>Number of days previously requested</i>		<i>Number of FPN previously issued</i>	
<i>Letter sent by Post if FPN to be issued</i>		<i>Letter sent via parent Hub</i>	
<i>Holiday or compassionate?</i>			
<i>Authorised</i>		<i>Unauthorised</i>	
<i>Headteacher Signature</i>		<i>Date</i>	

